

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: July 1, 2009

CALATERS LETTER #09-008

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: DON SCHEPPMANN, Chief  
Personnel/Payroll Services Division

RE: GENERAL FUND CLAIM PAYMENTS

As announced by the State Controller, the cash shortages expected in July 2009 will require CalATERS claims that are paid from the General Fund to be issued as registered warrants unless the Legislature and the Governor take immediate actions to adopt budget and cash solutions. Reimbursement of claims charged to special funds will continue to be made as regular payments. During the registered warrant period, direct deposit for all CalATERS payments will no longer occur.

**Processing Schedule**

The CalATERS registered warrant period will begin with the claims approved after 5:00 PM on June 22, 2009 when the payment process was suspended due to fiscal year end activities (see CalATERS Letter #09-006). A staggered payment process will occur where general fund claims will be issued as registered warrants during one week and then special fund claims will be issued as regular warrants the following week. An example of the payment processing schedule that is planned for July 2009 follows.

- All general fund claims approved after 5:00 PM on June 22, 2009 through Sunday, June 28, 2009 will be paid as registered warrants bearing an issue date of July 6, 2009.
- During the week of July 6, 2009, all approved special fund claims starting with those submitted after 5:00 PM on June 22, 2009 will be paid as regular payments.
- During the week of July 13, 2009, approved general fund claims will issue as registered warrants.
- During the week of July 20, 2009, approved special fund claims will issue as regular warrants.
- During the week of July 27, 2009, approved general fund claims will issue as registered warrants.

This staggered schedule will remain in place until a resolution to the cash crisis has been adopted. The staggered schedule however, does not affect the travel advance process. Departments can process travel advance payments as normal.

**Direct Deposit**

Since there will be no direct deposit during the registered warrant process, all payments, regardless if they are charged to the general fund or a special fund, will be mailed directly to the employee's address indicated on her/his CalATERS profile record. Consequently, it is important that the employee's profile record shows the most recent address for the employee.

A subsequent CalATERS letter will be issued when the above process is discontinued. Please reference the State Controller's Office public web site at [www.controller.ca.gov](http://www.controller.ca.gov) for general information on registered warrants. Please contact the CalATERS phone liaison at (916) 324-9991 if there are any questions regarding the above CalATERS processing schedule.

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